



Homeland  
Security

*Privacy Office, Mail Stop 0655*

May 31, 2019

**SENT VIA E-MAIL TO: 73593-17016101@requests.muckrock.com**

Emma Best  
MuckRock News  
DEPT MR 73593  
411A Highland Ave  
Somerville, MA 02144-2516

Re: **2019-HQFO-00758**

Dear Ms. Best:

This acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS), dated May 23, 2019, and seeking documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

- 1) The instruction to do so from the Agency, as well as any guidance from the senior leadership;
- 2) Documents discussing proposals and procedures;
- 3) Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office;
- 4) Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation

And: 1) A copy of the agency's first perfected (successful) FOIA request; 2) Copies of other FOIA requests filed before the FOIA request described above; 3) Processing notes, search slips and response documents regarding the FOIA requests described above; 4) The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests; 5) A copy of the agency's first successful FOIA appeal; 6) Copies of other FOIA appeals received by the agency before the appeal described above; 7) Processing notes, search slips and response documents regarding the FOIA appeals described above; 8) The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals. Your request was received in this office on May 24, 2019.

After careful review of your FOIA request, we determined that your request is too broad in scope or did not specifically identify the records which you are seeking. Records must be described in reasonably sufficient detail to enable government employees who are familiar with the subject area to locate records without placing an unreasonable burden upon the agency. For this reason, 6 C.F.R. Part 5 §5.3(b) of the DHS FOIA regulations require that you describe the records you are seeking with as much information as possible to ensure that our search can locate them with a

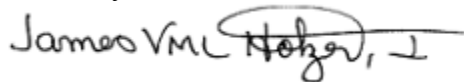
reasonable amount of effort. Whenever possible, a request should include specific information about each record sought, such as the date, title or name, author, recipients, and subject matter of the records, if known, or the DHS component or office you believe created and/or controls the record. The FOIA does not require an agency to create new records, answer questions posed by requesters, or attempt to interpret a request that does not identify specific records.

Please resubmit your request containing a reasonable description of the records you are seeking. This is not a denial of your request. Upon receipt of a perfected request, you will be advised as to the status of your request. If we do not hear from you within 30 days from the date of this letter, we will assume you are no longer interested in this FOIA request, and the case will be administratively closed.

Your request has been assigned reference number **2019-HQFO-00758**. Please refer to this identifier in any future correspondence. The status of your FOIA request is now available online and can be accessed at: <https://www.dhs.gov/foia-status>, by using this FOIA request number. Status information is updated daily. Alternatively, you can download the DHS eFOIA Mobile App, the free app is available for all Apple and Android devices. With the DHS eFOIA Mobile App, you can submit FOIA requests or check the status of requests, access all of the content on the FOIA website, and receive updates anyplace, anytime.

If you have any questions, or would like to discuss this matter, please feel free to contact this office at 1-866-431-0486 or at 202-343-1743.

Sincerely,

A handwritten signature in black ink that reads "James V. McHolzer, Jr." with a stylized flourish at the end.

James Holzer  
FOIA Program Specialist